

# ROUTING AND TRANSMITTAL

Date

14 APR 1983

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. DD/OL

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

1 - Per your telecon with [redacted] on 14 April.

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DDA REGISTRY  
FILE: 1-5

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

Phone No.

7D-18 Hqs.

5041-102

☆ GPO : 1981 O - 351-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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ROUTING AND TRANSMITTAL			13 APR 1983	
TO: (Name, office symbol, room number, building, Agency/Post)			Initials	Date
1. <i>Manat Staff</i>				
2.				
3.				
4.				
5.				

Action	File	Notes and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See file
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*Do you know why OP sent this to DDA for approval?*

*Pls send this to DD/OL per my telephone conversation with him on 14 Apr.*

DO NOT use this form as a RECORD of approvals, cancellations, clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

8041-102

OPTIONAL FORM 41 (Rev. 7-76)

Printed by GPO

FORM 41 GPO 197-41-205

\* GPO : 1981 O - 361-529 (148)

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14 APR  
1983

Save -  
Pls keep a  
copy of everything.  
Shs B.

**Page Denied**

D/Pers

83-0818

DD/A Registry

83-0980

MEMORANDUM FOR: Deputy Director of Personnel

THROUGH:

[redacted]  
Deputy Director of Personnel  
for Recruitment and Placement

SUBJECT: Delegation of Approving Authority

STAT

83-0980

1. Request that approving authority be granted to [redacted]  
[redacted] Deputy-Chief, OP/Recruitment Division, to approve the ex-  
penditure of funds to place advertising up to [redacted] per ad.

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2. [redacted] is the Agency technical representative working  
directly with the New York advertising firm of [redacted]  
[redacted] to place recruitment advertising in the media. Three  
separate Agency components are currently involved in approving the  
placement of ads. [redacted] approves the technical aspects of ad-  
vertising, Chief, OF/Contract Claims Branch certifies the expenditure  
of funds, and OL/Production and Services Contract Branch monitors ad  
proposals to insure that they meet the provisions of our advertising  
contract with SF&G. In order for an ad to be placed, the [redacted] account  
executive must provide [redacted] with a cost estimate, which is put  
into a work order for review by the OL/Contract Officer. If the  
estimate is satisfactory, the OL/Contract Officer advises [redacted] to  
place the ad.

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3. This system for approving the placement of advertising is  
cumbersome and time consuming. Rather than improve our control of  
Agency funds, the principal effect is to increase the leadtime re-  
quired for ad placement. The system could be simplified by author-  
izing [redacted] to approve the placement of ads costing up to [redacted]  
(the majority of our advertising) without having to coordinate the  
action beforehand with the OL/Contract Officer. The contract officer  
would still receive copies of the work orders, however, and would  
continue to monitor [redacted] compliance with terms of the contract.

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4. The paragraph 1 request has been coordinated with the Office of Logistics and the Office of Finance, which pose no objection. I recommend, then, that the requested approving authority be given to

STAT

CONCUR:

Director of Personnel

**12 APR 198**  
Date

STAT

APPROVED:

Deputy Director for Administration

Date

DESIGNATION OR REVOCATION G. AUTHORITY		FILING REFERENCE ONLY	
TO: Deputy Director for Administration			
FROM: Deputy Director of Personnel for Recruitment and Placement			
TYPE OF AUTHORIZATION		FAN ACCT. NO. (Payroll only)	
Approving authority to approve advertising costs up to [ ] not to exceed the authorized advertising budget.		EFFECTIVE DATE	
NAME OF DESIGNEE		TITLE	
[ ]		DC, OP/Recruitment Division	
OFFICE		ROOM NO. AND BUILDING	EXTENSION
Office of Personnel		Rm 806 Ames Building	[ ]
SPECIMEN SIGNATURE OF DESIGNEE (If required)		SPECIMEN INITIALS	
REMARKS (State whether a previous authorization is being revoked)			
DATE		SIGNATURE OF AUTHORIZING OFFICIAL	
TITLE OF AUTHORIZING OFFICIAL			
Deputy Director for Administration			

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